

JOB DESCRIPTION

Job Title	Bakery Associate/Cake Decorator	Department	Bakery Department
FLSA Status	Non-Exempt	Reports To	Bakery Manager
	<input type="checkbox"/> Fulltime <input checked="" type="checkbox"/> Part-time	Hours	Max 29
Date Created		Approved	

Primary Functions: The Bakery Associate/Cake Decorator is responsible for decorating cakes, preparing baked good, displays, ensuring fresh products and excellent Customer Service.

Essential Functions

- Complies with company policies and procedures with respect to department operations, quality, safe food handling to ensure compliance state, federal and OSHA safety and sanitation regulations.
- Takes orders and provides exemplary customer service.
- Decorates cakes for sale and per customer requests.
- Prepares baked goods, breads, pastries, pies, rolls, muffins etc., wraps and sets up displays.
- Works with ovens, proofers, and manages fresh inventory.
- Any other duties as assigned.

Competencies

The Bakery Associate/Cake Decorator must be self-motivated, flexible, conscientious, organized, and have a good attention to detail. Also, must have excellent interpersonal and communication skills, and interface well with management, co-workers, and the public. The Bakery Associate/Cake Decorator must have the ability to work in fast-paced environment and have good judgement. Must be knowledgeable in Bakery procedures, math, pricing, and technology.

Education and Experience

High School Diploma preferred
 2+ years' experience in cake decorating
 Microsoft Office proficient

Physical Requirements

Ability to be work in varied temperature environment due to working with ovens and freezers.
 Ability to be in a stationary position and/or move about for various intervals
 Ability to utilize the phone (requiring auditory and verbal senses)
 Ability to utilize computer and packaging equipment for various intervals (requiring finger dexterity/visual acuity)
 Ability to lift up to 50 lbs.
 Regular and predictable attendance

Disclaimer

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not exclude or restrict the tasks that may be assigned.